

# KNOW YOUR RIGHTS AND RESPONSIBILITIES AS A MONTANA EMPLOYER!

October 15, 2008 8:30am to 4:30pm

The Helena Job Service Employer's Committee  
In Cooperation with Personnel Plus!

*Present*

**Managing in Montana**  
*A Seminar Presented by Jim Nys, PHR*

## What You Will Learn

The workshop will address some of the more important and/or confusing requirements Montana employers need to be aware of to protect themselves from successful employee legal claims.

**Probationary Periods** – What protections do they offer?

**Sexual Harassment** – What it is and how to respond.

**Legally Protected Time Off** – When must you approve absences and when can you say no?

**Overtime** – How/When are you required to pay overtime ? Who is really exempt from overtime?

**Drug and Alcohol Tests** – When are they allowed and how must they be conducted?

**Wrongful Termination** – How can you reduce your liability?

**Unemployment Claims** – What makes an employee eligible?

**Unlawful Discrimination** – What practices are considered discriminatory? How Montana differs.

**Independent Contractors** – Are they an employee or an IC?

**and much more.....**

This seminar will be held at the Great Northern Hotel  
835 Great Northern Blvd, Helena MT 59601

Registration is \$99.00 per person if pre-paid by October 10th, 2008/ \$130.00 afterwards.

Discounts available for multiple registrations from same organization contact us.

Cancellations after October 13th, will be subject to a \$30 administrative fee.

Registration fee includes training materials and refreshments

Register or pay online at [www.personnel-plus.com](http://www.personnel-plus.com)  
or contact Jennifer at 443-7169 or [jennifer@personnel-plus.com](mailto:jennifer@personnel-plus.com)